

DEPARTMENT OF CONSUMER PROTECTION  
JOB OPPORTUNITY  
LICENSE AND APPLICATIONS ANALYST  
MEDICAL MARIJUANA PROGRAM  
DRUG CONTROL DIVISION

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list (see eligibility requirement below).

**Location:** 165 Capitol Avenue, Hartford, CT

**Job Posting No:** 102668

**Hours:** 40 Hours / Week

**Salary:** AR 20 / \$53,663 - \$67,984 annual  
**NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM**

**Closing Date:** August 23, 2012

**Position Description:** Anticipated duties of this position as a License and Applications Analyst in the Drug Control Division of the Department of Consumer Protection include but are not limited to; Process initial and renewal applications for patients who qualify for a Medical Marijuana card; Respond to e-mail, postal mail, telephone and personal inquiries from consumers and other groups on the Marijuana statute and regulation to applicants, licensees and consumers; Assist in the development or revision of applications; Conduct research, collect data and analyze information relating to the Medical Marijuana application review process; Participate in public hearings concerning the denial, revocation or suspension of a Medical Marijuana registration card; Conduct criminal background checks on applicants that are applying as a primary caregiver and reviewing the qualifying patient's status with the Connecticut Department of Corrections.

**Preferred Knowledge, Skills and Abilities:**

- Knowledge of relevant licensure, certification or permit functions of regulated entities;
- Basic knowledge of statistics;
- Strong oral and written communication skills;
- Working knowledge of Microsoft Office Products;
- Strong organizational skills;

**Eligibility Requirement:** Candidates must have applied for and passed the License and Applications Analyst exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter which states their interest and suitability for the position and whether they are on a current License and Applications Analyst exam list or hold the title; a resume; their last two (2) current annual performance evaluations; and an Application for Employment to:

**Carolyn Kozak, Human Resources Specialist**  
**DAS / SmART-HR**  
**165 Capitol Avenue, 5<sup>TH</sup> Floor-East**  
**Hartford, CT 06106**  
**Confidential Fax: (860) 622-4924 (preferred method)**  
**Email: carolyn.kozak@ct.gov**

**Applications must be received by the closing date above. Incomplete application packages will not be considered.** Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.